

DATE OF MEETING: April 7, 2008 – Organizational Meeting

PLACE OF MEETING: Village Hall, Pawling, New York

MEMBERS PRESENT: Mayor Robert Liffland
Trustee Tracy Durkin
Trustee Wayne Osborn
Trustee Robert Murphy
Trustee Colette Zito

Mayor Liffland made the following appointments:

Village Clerk	Jennifer Osborn
Treasurer/Deputy Clerk	Marissa Ranellone
Court Clerk	Veronica Daniels
Building Inspector	Larry Tomasso
Registrar	Jennifer Osborn
Deputy Registrar	Marissa Ranellone
Deputy Mayor	Tracy Durkin
Water Commissioner	Robert Liffland
Air Quality Control Commissioner	Colette Zito
Street Commissioner	Wayne Osborn
Garbage Commissioner	Wayne Osborn
Buildings Commissioner	Colette Zito
Metro North Parking Liaison	Colette Zito
Metro North Contract Liaison	Tracy Durkin and Robert Liffland
Employee Liaison	Tracy Durkin
Pathway Liaison	Robert Murphy and Colette Zito
Village Green Liaison	Tracy Durkin and Robert Liffland
Police Commissioner	Robert Liffland
Street Lights Commissioner	Colette Zito
Web Site Liaisons	Tracy Durkin – Head Liaison Colette Zito – Deputy Liaison
Attorney	Daniels & Porco, LLC David E. Daniels Michael Hayes, Deputy Attorney

Engineer	Zarecki & Associates
ZBA	James Schwab – 5 year term
Planning Board	Stan Mersand – 5 year term
Eastern Putnam Dutchess Planning Alliance Liaison	Tracy Durkin, Robert Murphy and Colette Zito
Town Board Liaison	Robert Liffland
School Board Liaison	Tracy Durkin, Robert Liffland and Colette Zito
Master Plan Update	Tracy Durkin – Head Liaison Colette Zito – Deputy Liaison
Planning and Zoning Board of Appeals Liaison	Tracy Durkin, Robert Murphy and Colette Zito
Budget Officer	Robert Murphy
Building Department Liaison	Robert Liffland
Parking Liaison	Colette Zito and Earl Slocum
Economic Development Liaisons: Chamber of Commerce, Harlem Valley Partnership, Merchant's Association and Economic Development Committee	Tracy Durkin, Robert Murphy and Robert Liffland
Pawling Stakeholder's Committee	Wayne Osborn, Robert Liffland, Tracy Durkin and Doug Warren
Grants	All Board Members
Newspapers	Pawling News Chronicle and Poughkeepsie Journal
Board Meeting	1 st and 3 rd Mondays of every month at 7 P.M.
Workshop	To follow the 2 nd Board Meeting the 3 rd Monday of every month at 7:00 P.M.
Pawling Joint Sewer Commission Meeting	2 nd Thursday of every month at 7 p.m.
MS4 Committee Liaison**	Wayne Osborn and Doug Warren
Village Historian**	Drew Nicholson

MOTION by Trustee Durkin to approve Mayor Liffland's appointments as presented.
SECONDED by Trustee Murphy. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Durkin to schedule the next organizational meeting for April 6, 2009.
SECONDED by Trustee Murphy. There was no discussion; all were in favor and the motion carried.

ADVANCE APPROVAL OF CLAIMS

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight and express charges, and **WHEREAS** all such claims shall be presented at the next regular meeting for audit, and **WHEREAS** the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Durkin to approve the resolution for Advance Approval of Claims.

SECONDED by Trustee Osborn. There was no discussion; all were in favor and the motion carried.

MILEAGE REIMBURSEMENT

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of 50.5 cents per mile.

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Durkin to approve the resolution for Mileage Allowance. **SECONDED** by Trustee Murphy. There was no discussion; all were in favor and the motion carried.

ATTENDANCE AT SCHOOLS & CONFERENCES

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the NYS Society of Finance Officers Meetings and NYS City and Village Clerks Association; d) the International Institute of Municipal Clerks School.

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

Village Clerk-	NYCOM Fall Training School IIMC Municipal Clerks meetings and school NYS City and Village Clerks Association Others to be determined with board approval
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Treasurer-	NYS Municipal Finance Officers Associations NYCOM Fall Training School Others to be determined with board approval
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Highway Dept- to be determined.
Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Durkin to approve the resolution for Attendance at Schools and Conferences. **SECONDED** by Trustee Osborn. There was no discussion; all were in favor and the motion carried.

DESIGNATION OF DEPOSITORIES

WHEREAS the Board of Trustees has determined that Village Law 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village Treasurer, Clerk, and Receiver of Taxes.

Names of Institutions: Key Bank
M&T Bank

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Osborn to approve the resolution for Designation of Depositories. **SECONDED** by Trustee Durkin. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Murphy to accept the Procurement Policy as presented. **SECONDED** by Trustee Durkin. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Durkin to close the Organizational Meeting. **SECONDED** by Trustee Osborn. There was no discussion; all were in favor and the motion carried.

Village Clerk

** Added at Board Meeting following Organizational Meeting